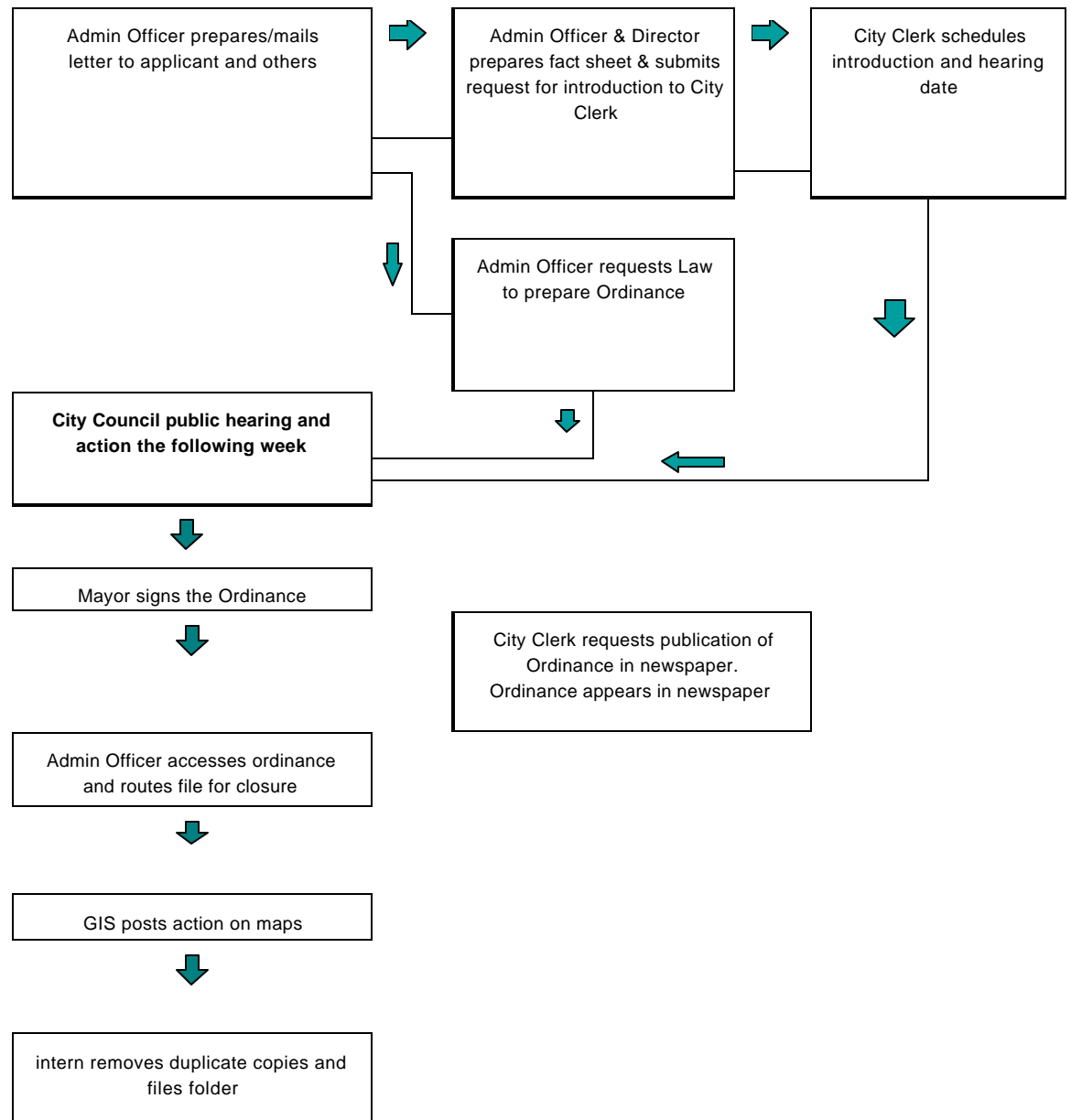


```

graph TD
    A[Applicant/agent submits application  
(deadlines every other Thursday at 4:00 PM)] --> B[Counter Planner initiates Permits Plus  
and routes application]
    B --> C[Admin Officer verifies PC  
hearing dates & neighborhood  
notification]
    B --> D[City staff meets to review  
applications]
    B --> E[Office Asst prepares draft of  
PC agenda]
    C --> F[Front desk  
prepares folder and  
legal notices]
    D --> G[Project Planner verifies legal notice &  
prepares draft report]
    E --> G
    F --> G
    G --> H[Dev Review Manager & Planning  
Director review draft report]
    H --> I[Project Planner finalizes staff report]
    I --> J[Office Assistant assembles the PC  
agenda/reports and submits to printing]
    J --> K[Office Assistant distributes copies of  
PC agenda/reports]
    K --> L[Planning Commission  
public hearing and action]
    L --> M[Applicant/agent submits application  
(deadlines every other Thursday at 4:00 PM)]
    
    subgraph SideTasks [ ]
        N[GIS prepares agenda map  
& mailing labels]
        O[Front desk mails notice  
letters & submits legal  
notice to newspaper]
        P[PC hearing signs are  
posted]
    end
    F --- N
    F --- O
    F --- P
  
```

The flowchart illustrates the Planning Commission process, starting with an applicant/agent submitting an application (deadlines every other Thursday at 4:00 PM). The process then moves to the Counter Planner, who initiates Permits Plus and routes the application. This leads to three parallel tasks: Admin Officer verifying PC hearing dates & neighborhood notification, City staff meeting to review applications, and Office Asst preparing a draft of the PC agenda. The Admin Officer's task leads to the Front desk preparing a folder and legal notices. The City staff meeting and Office Asst's task both lead to the Project Planner verifying legal notice & preparing a draft report. The Front desk's task also leads to the Project Planner. The Project Planner then moves the draft report to the Dev Review Manager & Planning Director for review. This leads to the Project Planner finalizing the staff report, which is then assembled by the Office Assistant and submitted to printing. The Office Assistant distributes copies of the PC agenda/reports, leading to the Planning Commission public hearing and action. The process then loops back to the applicant/agent submitting the application. Additionally, the Front desk's task leads to three parallel tasks: GIS preparing an agenda map & mailing labels, Front desk mailing notice letters & submitting legal notice to newspaper, and PC hearing signs being posted.



May 4, 2006